

# BACKGROUND CHECKS FOR CHILD CARE CENTER STAFF AND VOLUNTEERS

EFFECTIVE 12/15/2017

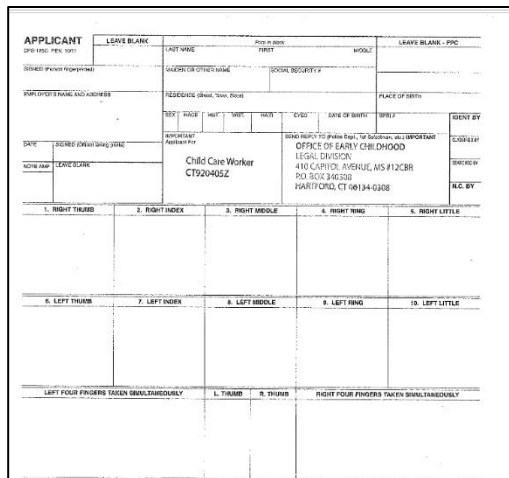
Please make sure each packet you submit to OEC includes:

## 1) Payment of \$87.00 per applicant

- Check or money order made payable to *Treasurer, State of Connecticut*
- Please make sure your check or money order is complete and signed. We cannot accept incomplete or altered checks/money orders, or cash.
- Amount for volunteers: \$85.75 per applicant

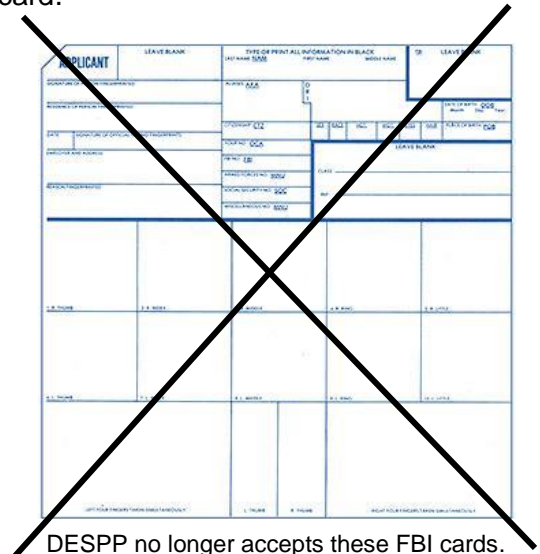
## 2) Fingerprint card

- Must be the in the DPS-125C form or similar as shown below. DESPP will not accept other fingerprint cards or photocopies of fingerprint cards.
- Please fill out the front of the card and sign it at the time that your fingerprints are taken.
- Please do not fold or otherwise damage the card.



The image shows a sample of a DPS-125C fingerprint card. It is a rectangular form with various fields for personal information, including name, date of birth, and social security number. It also has sections for fingerprints, with labels for 'LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY' and 'RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY'. The card is marked with a large 'X' indicating it is the correct format.

DPS-125C (actual size: 8" x 8")



The image shows a sample of a DESPP fingerprint card, which is crossed out with a large 'X'. This indicates that DESPP no longer accepts these FBI cards. The card has a similar layout to the DPS-125C but is marked as obsolete.

DESPP no longer accepts these FBI cards.

## 3) DCF authorization form

- Provider information – list license numbers for any locations where you might work. Please list the name and address of your *primary* work location.
- Your information – please ensure that information is complete and accurate.
- Residential addresses for the past FIVE years, using the reverse side of the form if necessary. Please be sure to include length of time at each address.
- Please be sure to sign your form. If the information in your DCF authorization form is more than 6 months old, please fill out a new form.

***Failure to include complete and correct documents will delay your background check. If you have any questions, please call the OEC Legal Division at (860) 500-4466 or e-mail us at [oeresults@ct.gov](mailto:oeresults@ct.gov).***

Providers: Please ensure that each applicant receives a copy of the enclosed notices before obtaining fingerprints: "Agency Privacy Requirements for Noncriminal Justice Applicants," "Noncriminal Justice Applicant's Privacy Rights," and "Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement."

***See reverse for answers to frequently-asked questions***

## **FREQUENTLY-ASKED QUESTIONS**

**Q: Who is required to get fingerprint-based background checks?**

**A:** Connecticut General Statutes Sec. 19a-80(c) applies to child care center employees and volunteers who are 16 or older and work with children 12 or more times per calendar year.

**Q: Where can I get fingerprinted?**

**A:** Contact your local police department, or contact the Connecticut Department of Emergency Services and Public Protection (DESPP) Fingerprinting Division at (860) 685-8270. Please note that some law enforcement agencies offer fingerprinting to the public on certain days and times or by appointment. Some agencies charge a fee to take fingerprints; this is separate from the OEC's \$87 background check processing fee.

**Q: How much is the background processing fee? Can I write one payment check for multiple background checks?**

**A:** Effective 12/1/17, the OEC background processing fee is \$87.00 per employee (\$85.75 per volunteer.) For multiple background checks, we encourage you to submit individual checks if possible. This will prevent possible delays in processing. We can only accept checks or money orders for the correct amount. We do not currently accept cash, credit cards, or debit cards.

**Q: My fingerprints were taken electronically, and the officer gave me a printed-out card. It looks similar to the green ones you sent me, but it's in black ink. Is that OK?**

**A:** Yes. As long as the card is in the same format as form DPS-125C (shown on reverse), DESPP will accept it.

**Q: I got fingerprinted for another CT childcare provider within the past five years. Can I use that background check for my new employer?**

**A:** Under the new legislation PA 17-2, effective 12/15/17, you should submit a Background Check Status Inquiry form to [OECResults@ct.gov](mailto:OECResults@ct.gov) or fax the form to 860-326-0555 to check whether you have a completed background check in the OEC database.

**Q: I am employed by a child care provider who operates multiple locations. Do I need to get a separate background check for each location?**

**A:** Not if you include each location's license number on your DCF authorization when you submit your background check documents. Please list license numbers for any locations where you might work. Please list the name and address of your *primary* work location.

**If you have any other questions or need additional clarification, please call the OEC Legal Division at (860) 500-4466 or e-mail us at [oecresults@ct.gov](mailto:oecresults@ct.gov).**